

Standing Rules

1. General Responsibilities

- A. Throughout this document the Southwest States Resource Conservation and Development Councils, Inc. will be referred to as “The Council”.
- B. In accepting an office, chair, or other responsibility in The Council, the individual carries out decisions of the Executive Committee, the Executive Board and Board of Directors and accepts the duties and risks, except as defined elsewhere in the Standing Rules and Bylaws.
- C. No member, officer, or individual shall initiate any activity, program, project, or fundraising activity in the name of The Council without the written approval of the Board or Directors or the Executive Board.
- D. Each officer, elected or appointed, shall submit to the successor the Officer’s Handbook and file which contains all materials pertinent to the duties and responsibilities of the office at the end of the term. The individual, prior to January 15, should make arrangements for transfer of files.
- E. Officers and committee chairs shall accept assignments as requested by the President. If circumstances prevent such acceptance, a written resignation should be submitted to the President so that a replacement may be elected.
- F. A list of the Southwest States RC&D Council membership, officers, and/or committees of the local, state or regional councils shall not be provided to any individual or group for any purpose without written approval of the Executive Board.
- G. No member of the Board of Directors shall make any commitment to assist an organization or agency in the name of the Southwest States RC&D Council without the approval of the Executive Board.
- H. The Southwest States RC&D Council assumes financial and legal responsibility only for those matters that relate to the business and program of The Council. Any matter related to a local or state council shall be financial and legal responsibility of the local or state council.
- I. Local and state councils are encouraged to appoint/elect regional leaders consistent with the goals of the RC&D program.

II. Specific Duties and Responsibilities of Officers**A. The President shall:**

1. Preside at business meetings of the Board of Directors, Executive Committee and the Executive Board.
2. Be bonded.
3. Appoint all special committees and designate the chair.
4. Assign such duties to the officers and chairs as will aid them in performing the work of their duties.
5. Be a member, ex officio, of all committees with the exception of the Nominating Committee.
6. Submit a yearly activity report to the Executive Board at the meeting prior to annual meeting and to the Board of Directors at the annual meeting.
7. Perform such duties as are prescribed in the Bylaws and Standing Rules and the parliamentary authority adopted by The Council.
8. Shall serve as the delegate for the Southwest States RC&D Councils for the National Association of RC&D Councils Board of Directors.
9. If the President is unable to attend the NARC&D Board of Directors meeting he/she may designate the 1st, 2nd or 3rd Vice Presidents to serve as alternate delegate.
10. The President will represent the Southwest States RC&D Councils upon invitation from the six member states.
11. Keep a complete file of all materials relating to the office of President. At the end of the term, give file to incoming President.

B. The First Vice President shall:

1. Prepare for the office of President
2. Shall serve as alternate delegate on the National Association of RC&D Councils Board of Directors, if requested by the President.
3. Perform all duties of the President in the absence or inability of this officer to serve.
4. Be a member of the Executive Committee, Executive Board and Board of Directors with vote.
5. Serve as chair of the Committee.
6. Be a member of the Budget and Finance Committee.
7. In case of vacancy of the office of President, the 1st Vice President shall assume the title and duties of President.
8. Keep a complete file of all materials relating to the office of 1st Vice President. At the end of term, give file to incoming 1st Vice President.

C. The Second Vice President shall:

1. Serve as aide to the President who assigns the duties.
2. Perform all duties of the 1st Vice President in the absence or inability of this officer to serve.
3. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
4. In case of vacancy in the office of 1st Vice President, the 2nd Vice President shall assume the title and duties of 1st Vice President.
5. Keep a complete file of all materials relating to the office of 2nd Vice President. At the end of term, give file to incoming 2nd Vice President.

D. The Third Vice President shall:

1. Serve as aide to the President who assigns the duties.
2. Perform all duties of the 2nd Vice President in the absence or inability of this officer to serve.
3. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
4. In case of vacancy in the office of 2nd Vice President, the 3rd Vice President shall assume the title and duties of 2nd Vice President.
5. Keep a complete file of all materials relating to the office of 3rd Vice President. At the end of term, give file to incoming 3rd Vice President.

E. The Secretary shall:

1. Keep records of all minutes of the Board of Directors, Executive Board and Executive Committee and distribute them within six weeks of the close of the meeting. The minutes of the Board of Directors shall be distributed at the next Board of Directors meeting. Prior to distribution of minutes, the Secretary will meet with the President to review and make corrections.
2. Upon instruction by the President, give notice of meetings of The Council, the Board of Directors and the Executive Board by mailing a notice to each Director at least three (3) days prior to the date of the meeting or by telephoning each member at least twenty-four (24) hours prior to the time of the teleconference.
3. Keep a corrected list of all officers of the members of the Executive Committee, Executive Board and Special Committees. The Secretary shall not give out nor lend these lists for any purposes whatsoever without permission of the Executive Board.
4. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
5. Perform any other secretarial duties as assigned by the President and/or Executive Board.
6. Keep a complete file of all materials relating to the office of Secretary. At the end of term, give file to incoming Secretary.

F. The Treasurer shall:

1. Be bonded.
2. Collect and acknowledge the receipt of dues and funds from council members. Remind councils who have not paid dues within a two weeks of the annual meeting with a copy to State Council Presidents.
3. Disburse monies only upon the order of the President as budgeted.
4. Present an itemized statement of accounts at all meetings of the Executive Committee, Executive Board and Board of Directors and at such times, as the President shall request.
5. Serve as chair of the Budget and Finance Committee.
6. Submit tax return for The Council to Internal Revenue Service on date requested and prepare records for filing and storage.
7. All accounts and records of accounts shall be reviewed before they are turned over to the incoming Treasurer.
8. Be responsible for securing the name and address of the director and alternate prior to the business session, which is held at the annual meeting.
9. Serve as a member of the Executive Committee, Executive Board and Board of Directors with vote.
10. Keep a complete file of all materials relating to the office of Treasurer. At the end of term, give files to incoming Treasurer.

III. Promotion of Work Through Boards and Committees**A. Executive Board shall:**

1. The Executive Board consists of the Southwest States of RC&D Council President, the 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary, Treasurer and State Presidents from six member states.
2. Have the authority to transact any business of The Council arising between meetings of the Board of Directors. It shall act in emergencies. Any item for action by the Executive Board shall be presented in writing with an accompanying budget, including source of funds and the expenditures. A copy of the proposal shall be available for the Executive Committee prior to any action taken for review and approval.
3. Approve appointments to any vacancies, which may occur among the officers to complete the unexpired terms as defined in Article VII, Section 4, of the Bylaws.
4. Hold at least two meetings during the year subject to the call of the President.

B. The Board of Directors shall:

1. The Board of Directors shall consist of the designated representative of each member RC&D Council, which are members in good standing and the Executive Committee.
2. Act as governing body of The Council.
3. Transact necessary business of The Council.
4. Directors may serve as voting members of only one committee at a time. Associate members may serve as advisory or technical members of the committee but not as voting members.

C. Committees

The President shall appoint the following standing committees.

1. **Nominating Committee:** The purpose of the Nominating Committee is to insure that there is at least one candidate for each office open for election.
 - The committee shall be composed of one member from each member state.
 - The committee shall present at least one candidate qualified for each office open for election at the Southwest States RC&D Council annual meeting.
 - These candidates will have agreed to accept the office for which nominated if elected.
 - The list of candidates shall be posted on the bulletin board at least one day prior to the annual meeting business session for consideration of the members.

2. **Bylaws/Standing Rules committee:**
 - The committee shall be composed of one member from each member state and additional advisory members as needed.
 - The committee shall prepare and submit recommended changes to the Bylaws as needed in the manner provided by the Bylaws currently in effect.
 - The committee shall review the Standing Rules on an annual basis and submit any recommended changes for consideration by the delegates at the annual meeting.
 - Copies of proposed changes to the bylaws shall be provided to all member councils at least thirty (30) days prior to the annual meeting.
 - Changes to the standing rules can be proposed by any delegate at the annual meeting and voted on.

3. **Budget and Finance Committee:**
 - The committee shall be composed of one member from each member state, the Treasurer and additional advisory members as needed.
 - The Treasurer shall serve as chair.
 - Elected officers should submit their anticipated expenditures for the next budget year to the Budget and Finance Committee 60 days prior to the annual meeting. This requirement applies to the office and shall be submitted even if the individual office holder will not or may not be in office after the annual meeting.
 - The committee shall prepare a proposed budget of anticipated revenues and expenditures to be presented annually to the voting delegates for adoption at the business session of the Board of Directors.
 - The members shall post the proposed budget on the bulletin board at least one (1) day prior to the annual meeting business session for consideration.
 - The budget year shall run from January 1 – December 31. Budget approved at the annual meeting will become effective on January 1st following the annual meeting.
 - Travel expenses, which include meals, lodging, mileage/airfare should be broken into sub-categories specific to the meeting; annual meeting, national meeting, regional meetings, etc.

- There should be a contingency fund established. This fund shall not exceed \$20,000.00. Expenditures from this fund are subject to a vote of the Executive Board and Board of Directors.
4. **Vendors committee:** The committee shall be composed of one member from each member state and additional advisory members as needed. The committee shall assist the organization hosting the annual meeting to obtain corporate sponsors and obtain associate members for The Council.
5. **Awards committee:** The committee shall be composed of one member from each member state and additional advisory members as needed. The committee shall be responsible for the following activities.
- The Awards Committee Chairperson shall mail out nomination packets to each member state on or before April 1 of each year.
 - The Awards Committee works as a team to review the nominations according to the following guidelines:
 - a. One nomination per category allowed by each member state RC&D Council. See categories listed below.
 - b. The council being nominated must be a member in good standing.
 - c. Each member state will appoint an independent person to serve on the judging panel. The independent judges may be selected from the private, public and governmental sectors.
 - d. Each member state will have one vote and chairman votes only to break a tie.
 - The Awards Committee will judge the nominations and submit their results to the Executive Board prior to the annual meeting.
 - The category for Awards are as follows:
 - Outstanding Performance by a Council
 - Outstanding Performance by a Council Member
 - Outstanding Performance by a Coordinator
 - Outstanding Supporting Organization
 - Outstanding Youth Involvement Award
 - The Awards Committee Chairperson will be responsible for securing the plaques/certificates, etc. for recognition at the Annual Meeting.
 - All state winners should be submitted to the Southwest States RC&D Councils Awards Committee no later than August 10th.
 - All regional winners should be submitted to the National RC&D Awards Committee no later than October 10th.

- 6. Annual Meeting Planning Committee:** The Committee shall be composed of one member from each member state and advisory members as needed. The committee shall be responsible for the following activities.
- The Committee will meet annually to plan the upcoming annual meeting.
 - Member and non –member delegates to the Annual Meeting shall pay a registration fee as determined by the Committee.
 - The Committee shall plan educational and board development workshops as the integral part of the meeting.
 - The Committee shall include the Business Session as the final action of the members present at the Annual Meeting.
 - The Committee shall make reasonable efforts to provide information to all member councils concerning the annual meeting arrangements at least 60 days prior to the annual meeting.
 - The Committee shall notify all RC&D Committee Chairs of the meeting dates, location and arrange for said committees to meet during the annual meeting prior to the Business session.
 - The Committee Chair will provide the incoming Committee chair with all pertinent information related to the current annual meeting; i.e. participation numbers, logistical and fiscal information.
- 7. Legislative Committee:** The legislative committee shall be composed of one member from each member state and advisory members as needed. The committee shall be responsible for the following activities.
- To keep members apprised of current legislation and to inform all members of legislative alerts in a timely manner.
 - Alerts shall be sent by NARC&D to State Presidents who in turn shall notify the State Legislative Chairperson who shall notify all their Council Presidents.
 - All alerts requiring contact with members' legislators should be sent from the Legislative State Chairperson to all their Council Presidents, who shall pass the information on to all the council members within 2 days. The Council President shall include instructions for the members to construct a brief letter to his or her US Representative and Senator, highlighting accomplishments that would not have happened without the efforts of the local RC&D Council.
 - Member letters should be faxed to their legislators as well as a copy faxed to their State Legislative Chair and the NARC&D to have a stack of letters from each legislators' constituents. March 08

IV. Conferences, Workshops and Annual Regional Meetings**A. Annual Regional Meeting**

1. The Council shall meet annually to transact business of The Council.
2. Member and non-member delegates to the Annual Regional Meeting shall pay a registration fee as determined by the Annual Meeting Planning Committee.
3. The business session of the Annual Regional Meeting shall be open to members upon payment of the registration fee, but without the privilege of the floor.
4. Only council delegates who are members in good standing are eligible to vote at the business session.
5. Travel expenses are paid for the six elected officers to the Annual Regional Meeting.
6. The proceeds of the Annual meeting are to be split as follows:
 - The SW States RC&D Council shall provide the host state RC&D Council with \$500.00 as start up money to get the planning process started.
 - The proceeds from the silent and live auction to be paid to the Southwest States RC&D Councils but all other proceeds from the annual meeting to be retained by the host state.

- B. A special meeting of the Board of Directors** may be called by the President, or by two (2) members of the Executive Board, or at the written request of a majority of the councils in membership upon thirty (30) days notice to all members and the purpose of the meeting stated. Notice will be given as described in Article VI, Section 1 in the Bylaws.

C. National Association of RC&D Councils Annual Meeting/ Leadership Forum

1. The President and the NARC&D Delegate will represent The Council at these meetings. In the event that one or both officers are unable to attend the President may designate the 1st and/or 2nd Vice President to represent The Council.
2. Travel expenses are paid for the President and the NARC&D Delegate or their designee(s).
3. These rules also apply to NARC&D called meetings.

D. Annual State Meetings

1. The President and the 1st Vice President may attend the six- (6) member states' annual meeting upon invitation from the Host State.
2. Travel expenses are paid for the President and the 1st Vice President.

E. Called Meetings

1. The President may request a special called meeting of the Executive Committee and/or Executive Board as necessary to conduct the business of The Council.
2. Travel expenses are paid to all members of the Executive Committee, which includes both elected officers, the six- (6) state presidents and the NARC&D Delegate (if attendance is requested).

V. Dues and Finances

- A. The President, Treasurer, or any other person authorized by the Executive Board to handle money shall be bonded.
- B. Membership dues are \$175.00 per council. Associate member dues shall be \$1,000 per annum. Membership dues must be received prior to the business session of the annual meeting for a council to be qualified to vote at the business session.
- C. Dues become delinquent after the close of the Annual Meeting. If the annual dues are not paid prior to the start of the annual business session, the council shall not be considered a member and will not be listed as such the following year. A council may be reinstated by sending an application to the President for approval by the Executive Board with all delinquent dues.
- D. All expenses of the President incurred in the pursuance of the duties of the office shall be paid upon receipt of an itemized voucher with receipts attached for such expenses within the limits of the total budget.
- E. Expenses of the elected officers (President, 1st, 2nd and 3rd Vice Presidents, Secretary and Treasurer) to attend and participate in the Annual Meeting and other meetings as designated shall be allowed during their terms of office upon receipt of an itemized voucher with receipt attached for such expenses as specified, Article IV of the Standing Rules within the limits of the budget.
- F. Budgeted items and expenses approved by the Executive Board shall be paid by the Treasurer as follows:
 - An official voucher filled out by the person incurring the expenses shall be submitted to the Treasurer within 30 days of the expense. The check should be cashed immediately and will be void after 60 days of the date of the check.
 - Receipts of ALL expenditures shall accompany the official voucher when presented to the Treasurer for approval.
 - The maximum travel expense shall be a round trip plane fare, tourist class. Mileage in a personal vehicle is reimbursed at the same rate as the federal reimbursement rate.
 - The maximum daily allowance for meals is \$50.00 (Fifty dollars) unless otherwise approved by the President.
 - Reimbursement is not made for meals, mileage, and/or lodging provided by an individual or organization at no expense to a member.
 - Expenses will not be reimbursed and/or paid for any officer not present for at least two-thirds of the required meeting.
 - All committees shall endeavor to conduct business by telephone or Email whenever possible. Meetings should be held when no other means can be found to accomplish the task and are subject to the approval of the Executive Committee.
 - The expenses of delegates/representatives authorized by the President in writing to represent The Council at meetings of interest to the organization, within the limits of the budget, shall be paid upon receipt of an itemized voucher with receipts attached for such expenses.
 - All expenses shall be paid within the limits of the total budget subject to the allowable travel expenses as designated above.

- All books shall be reviewed annually by a committee of three members of the Executive Board. The tax return for The Council should be prepared by a Certified Public Accountant. Tax return due on or before May 15th.

VI. Clarification of Organizational Units

1. The **Executive Committee** shall consists of the six elected officers; President, 1st Vice President, 2nd Vice President, 3rd Vice President, Secretary and Treasurer.
2. The **Executive Board** shall consist of the six elected officers and the six (6) state association Presidents.
3. The **NARC&D Delegate** shall be appointed by the Executive Board to serve on the NARC&D Board of Directors along with the Southwest States RC&D Council President. The NARC&D Delegate must belong to a RC&D Council in good standing.
4. The **Board of Directors** are the designated representative of each member RC&D Council within the six state associations, which comprised the Southwest States RC&D Councils.